

Rule 102. General Filing and Service Requirements

1. Signatures, Identifying Information and Proof of Service

a. Signatures

i. When Party Represented by Counsel

When a party is represented by counsel, the Clerk shall accept for filing only papers signed by a member of the Bar of this Court whose appearance is entered on behalf of that party.

ii. When Party Appears *Pro Se*

When a party is appearing *pro se*, the Clerk will accept for filing only papers signed by that party. Attorneys who have prepared any papers which are submitted for filing by a *pro se* litigant must be members of the bar of this Court and must sign the paper, state their name, address, telephone number and their bar number assigned by this Court.

b. Identifying Information

i. Required on All Court Papers

At the bottom of all Court papers counsel and *pro se* litigants shall state their name, address, telephone number, and fax number. Counsel shall also state their bar number assigned by this Court.

ii. Duty to Keep Current Address on File

Counsel and *pro se* litigants must file with the Clerk in every case which they have pending a statement of their current address. If a *pro se* plaintiff resides outside of the District the party shall keep on file with the Clerk an address within the District where notices can be served. These obligations are continuing, and if any *pro se* litigant or counsel fails to comply with them, the Court may enter an order dismissing any affirmative claims for relief filed by that party and may enter a default judgment on any claims asserted against that party.

c. Proof of Service

All Court papers other than the original complaint must bear a certificate signed by counsel stating that the service required by Fed. R. Civ. P. 5(a) has been made.

d. Electronic Transmission

Unless otherwise ordered by the Court, no paper may be transmitted to the Court by electronic transmission. If agreed upon by counsel, service of a paper

may be made upon opposing counsel by electronic transmission.

2. **Format of Court Papers**

a. **Caption**

The case caption on all Court papers shall contain only a short title, consisting of the names of the first plaintiff and the first defendant only, and the civil action number. This rule shall not apply to the original complaint (which shall contain the names and addresses of all parties and the county of residence of any Maryland party) or any pleading seeking to add a new party (which shall contain the short caption and the name and address of the parties sought to be added and the county of residence of any Maryland party sought to be added). If the parties have consented to proceeding before a Magistrate Judge, the caption shall contain the name of the Magistrate Judge in parentheses after the civil action number.

b. **Margins, Spacing and Numbering and 2-Hole Punched**

All papers filed with the Court shall be on paper not to exceed 8 ½" x 11", with a top margin of at least 1 ½" and left-hand margin of 1" and a right-hand margin of ½". Lines of text shall be double spaced except for quotations and footnotes. Pages shall be numbered at the bottom of every page after the first page. Typed, printed or written material shall appear only on the front side of any page. All papers shall be two-hole punched on the top of each page.

c. **Legibility**

No paper shall be accepted for filing unless it is legible.

3. **Issuance of Subpoenas in *Pro Se*, *In Forma Pauperis* Cases**

The Clerk shall not issue any subpoena under Fed. R. Civ. P. 45(a)(3) to any *pro se* litigant proceeding *in forma pauperis* without first obtaining an order from the Court authorizing the issuance of the subpoena. Before entering any such order the Court may require the litigant to state the reasons why the subpoena should be issued, and the Court may refuse to authorize issuance of the subpoena if it concludes that the subpoena imposes undue burden or expense on the person subject to the subpoena or upon the U.S. Marshal or other court officer who would be required to serve it under 28 U.S.C. § 1915.

4. **Interdivisional Filing**

Unless otherwise ordered by the Court, if a case designated to one division under the Court's standing order is assigned to a judge in the other division, any pleadings, motions, memoranda or other papers may be filed in the designated division and, if such filing is made within any applicable deadline, shall be deemed to be timely.